


1 October 1975

NOTE FOR: All NIOs

SUBJECT : Key Intelligence Strategy Reports (KSRs)

A review of last year's KSRs has revealed a number of different formats used in the preparation of the reports. Obviously, different NIOs face different problems concerning their parish and, therefore, variations in modus operandi are the rule rather than the exception within the NIO. Program managers of the Community -- collection and production -- have, however, indicated a desire for more uniformity in formatting which will ease their internal administrative problems. The attached outline has been developed for use in the preparation of this year's KSRs. Slavish following of this format where it is not applicable is, of course, not mandatory but close adherence will go far toward meeting the needs of the disparate components of the Community.



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Attachment